

NOTICE NO.
LN 20-155

LN 20-155
PERSONNEL
13 December 1974

Project "PACE"

1. An upward mobility program has been established for the Office of Logistics (OL). It will be known as Project "PACE."

2. The objective of Project "PACE" will be to provide experience and training opportunities for deserving OL careerists who are now locked into an occupational series which does not enable them to realize their full work potential or qualify for pre- or paraprofessional careers. Selection for this program will be based on an individual's interest, ability, initiative, supervisory recommendations, and need for the opportunity. It is open to all OL careerists regardless of whether they are General Schedule, contract, GP, Wage Board, male, or female.

3. Ten positions have been established as part of Project "PACE," positions which will provide individuals with job-development opportunities. For the first year of the program, the individual will be assigned to the division's development complement in a training status. During this time, s/he will be given both on-the-job training (OJT), tutoring by the supervisor or fellow employees, and selected formal training. The initial training period will be 1 year; but, based on individual need, an extension or modification of the training period may be necessary.

4. The 10 positions are:

Supply Asst	GS-07	CCDB/SD
Supply Asst	GS-06	CD/SD
Supply Asst-Editor	GS-07	SMB/SD
Procurement Agent	GS-07	GPB/PD
Supply Asst	GS-07	PSD
Info Control Clk-Sup	GS-06	PSD
Info Control Clk-Typ	GS-06	RECD
Info Control Clk	GS-06	O-EQ/R&SB
Supply Asst	GS-07	BSB/LSD
Adm Services Spec	GS-07	SM&FB/LSD

5. To administer Project "PACE," I have established a working group consisting of three OL careerists: [REDACTED] Chairman, Supply Division (SD); [REDACTED] Procurement Division; and [REDACTED] Personnel and Training Staff, is the advisor/recorder.

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6. Application can be made in one of two ways. The candidate can either complete the attached application or be recommended by his/her supervisor. The working group will interview the candidates and forward their recommendation to the appropriate division chief who will interview the candidates and indicate to the working group his choice to fill the vacancy. This selection will be forwarded to me for final decision. I will notify all applicants in writing of the outcome of the deliberations.

STATINTL 7. Within 2 weeks after the individual starts his/her new assignment, the supervisor, in conjunction with [REDACTED] will draw up a plan to include both OJT and formal training for the next 12 months. At 3-month intervals, both the employee and the supervisor will meet with the working group to provide an assessment of the employee's progress and performance. If the employee fails to live up to expectations, s/he will be reassigned out of the program.

8. Trainees will be considered for promotion during their training period based on the same criteria applicable to other OL employees. Supervisors will evaluate the overall performance and potential of trainees and submit promotion recommendations through normal administrative channels, wherever warranted.

9. The deadline for application is 3 January 1975. The screening, interviewing, and selection process will be accomplished between 3 January and 31 January 1975. Announcement of those selected or not selected will be made at that time. I anticipate that the individual would enter Project "PACE" no later than 1 month after selection. This would give the losing office the chance to get a replacement or realign the workload and the gaining office the chance to find space.

10. Attached are descriptions of the 10 positions.

[REDACTED]
MICHAEL J. MALANICK
Director of Logistics

STATINTL

Attachments

APPLICATION FOR PROJECT "PACE"

TO : Working Group

FROM:

Description of Vacancy:

Position Title:

Grade:

Component:

* * * * *

Nominee's Name:

Age:

Present Position:

Grade:

Reason for vacancy application:

Signature: _____ Date: _____

Extension: _____

* * * * *

Working Group Action:

POSITION TITLE: Supply Assistant

GRADE: GS-07

POSITION NO: 2119

COMPONENT/LOCATION: Supply Division, Central Control and Distribution Branch,
1132 Ames Building

JOB DESCRIPTION:

Incumbent will initiate requisitions for request received in memorandum or cable format and expedite urgent and priority requirements. You will be responsible for accounting for voucher numbers used in the supply system and all statistical reports required for the Branch weekly, monthly, and ad hoc reports. The person filling this position must learn the data analysis function in the Branch to serve as a backup during absences of that individual. The incumbent is designated as the alternate to pick up mail from the OL [REDACTED] in the absence of the regular courier.

The Data Analysis position for which you will be the alternate is responsible for coding receiving reports with the proper transaction code for computer input, reviewing all documents for correctness and legibility, and responding to all Office of Finance inquiries concerning discrepancies in the general ledger accounts. These inquiries will require preparation of adjustment documents after review of the official voucher files. Also, action will be taken on all budget matters concerning FAN numbers, price differences, and allocation and transaction codes.

QUALIFICATIONS:

The incumbent should understand the Agency finance system of accounts, the Agency property accountability procedures, and the supply systems. The individual must be capable of typing, filing, and working under the pressure of short deadlines. Good telephone manners are essential since you will be dealing with all levels of Agency management. Some statistical experience is desirable but not mandatory.

FORMAL TRAINING:

GIMS II
Field Administration (Logistics portion)
Trends and Highlights
EDP Orientation
Fundamentals of Supervision and Management

POSITION TITLE: Supply Assistant

GRADE: GS-06

POSITION NO: 2232

COMPONENT/LOCATION: Supply Division, [REDACTED] Receiving Section

STATINTL

JOB DESCRIPTION:

Incumbent will work in the Receipts Control Unit, the office staff of the Receiving Unit. Duties will include verifying materiel characteristics and quantities shown on vendor packing lists against corresponding data on the procurement instrument and verifying description, quantity, and other data on the receiving report against similar data on the basic requisition. In addition, incumbent will maintain debit voucher logs, assign debit voucher numbers to receiving reports, ensure that receiving reports are properly prepared, annotated, and, in some instances, coded for computer input.

QUALIFICATIONS:

Candidates should be familiar with supply procedures as they apply to receipt of materiel, document reproduction, and filing of documents. Typing is desirable but not mandatory.

FORMAL TRAINING:

GIMS II
Field Administration (Logistics portion)

POSITION TITLE: Supply Assistant-Editor

GRADE: GS-07

POSITION NO: 2221

COMPONENT/LOCATION: Supply Division, Supply Management Branch
1116 Ames Building

JOB DESCRIPTION:

This individual will serve as a stock editor on one of the Commodity Teams in the Supply Management Branch. You will prepare property transaction information for input into the computers on the Inventory Control System. You will be required to code the various property transactions, analyze receipts, issues, and adjustments so as to avoid critical stock situations, and review customer requisitions from stock to assure deadlines are met without causing unnecessary workloads or backlogs on depot facilities. You will conduct liaison with depot personnel and contact officers on requisitions, maintain files and documentation to ensure timely backorder releases, and annotate requisitions which require followup action.

QUALIFICATIONS:

The individual in this position must understand the Federal Supply System and the Agency Supply System. Formal training on the GIMS II computer program will be essential but may be received after assignment to the position. Typing is not necessary but will be of assistance.

FORMAL TRAINING:

- GIMS II
- Field Administration (Logistics portion)
- Trends and Highlights
- EDP Orientation
- Fundamentals of Supervision and Management

POSITION TITLE: Procurement Agent

GRADE: GS-07

POSITION NO: 2421

COMPONENT/LOCATION: Procurement Division, General Procurement Branch,
Administrative Products and Services Section
1026 Ames Building

JOB DESCRIPTION:

Under the direction of a senior procurement officer, reviews requisitions, determines price and delivery information, and within specified procedural and dollar limitations is responsible for the award, management, and overall administration of designated purchase orders and contracts for supplies and services. In satisfying this responsibility, use is made of blanket purchase agreements, delivery orders against Federal Supply Schedules, negotiated open-market contracts, Federal prison products, blind-made products, and other methods and sources, as may be required.

QUALIFICATIONS:

Applicants should have a minimum of 2 years of college or at least 2 years of suitable job experience in a business-, logistics-, or procurement-related field. Applicants should be able to work effectively with commercial suppliers and to exercise good business judgment in soliciting responsiveness to the Agency's procurement needs. Applicants accepted will receive on-the-job training and will be expected to attend appropriate government-sponsored courses.

FORMAL TRAINING:

Small Purchase Procedures
Federal Supply Schedules

POSITION TITLE: Supply Assistant

GRADE: GS-07

POSITION NO: 1418

COMPONENT/LOCATION: Printing Services Division, Supply and Services Staff
Printing Services Building

JOB DESCRIPTION:

Type supply and equipment requisitions as required to maintain proper levels. Requires some research.

Type maintenance and repair service orders, receiving reports, correspondence and office reports for Staff.

Set up and maintain 8 to 10 files and logs.

Check incoming monthly billings to see that services have been rendered.

Assist supply assistants in filling supply orders, receiving supplies, stocking and inventory of supplies and equipment.

Perform general office duties, including assuming responsibilities of other Staff employees when necessary.

Hours of employment: 0730 to 1600 hours.

QUALIFICATIONS:

Typing ability (not necessary to have passed Agency typing test)
Ability to accept responsibility and work under pressure
Required to drive official vehicles assigned to PSD (carryall and sedan)

Operate forklift

Involves lifting heavy materials up to 75 pounds

FORMAL TRAINING:

CIA: Today and Tomorrow
Trends and Highlights
EDP Orientation

POSITION TITLE: Information Control Clerk-Supervisor

GRADE: GS-06

POSITION NO: 1060

COMPONENT/LOCATION: Printing Services Division, Office of Production Manager,
Bindery Branch - Day Shift
Printing Services Building

JOB DESCRIPTION:

Serve as working supervisor of distribution unit in Branch (three employees).

Maintain and follow supplied lists for distribution.

Package, address, and mail products with appropriate security precautions.

Maintain appropriate records (receipts, cost sheets, and control and time sheets).

Train and supervise three employees (usually fast turnover of these employees).

Operate addressograph, graphotype and sealing machines, and miscellaneous related equipment. Requires some typing ability.

Hours of employment: 0730 to 1600 hours.

QUALIFICATIONS:

Supervisory ability, including supervising employees on changing priorities, time deadlines, and multiple project assignments.

Ability to accept responsibility, exercise independent judgment and initiative, and work under pressure when necessary.

Ability to deal tactfully with individuals at different levels.

Ability to work without close supervision.

FORMAL TRAINING:

Fundamentals of Supervision and Management

Trends and Highlights

CIA: Today and Tomorrow

POSITION TITLE: Information Control Clerk-Typist

GRADE: GS-06

POSITION NO: 2284

COMPONENT/LOCATION: Real Estate and Construction Division, Records and
File Unit
932 Ames Building

JOB DESCRIPTION:

Under the direction of the Chief, Records and File Unit, the incumbent:

1. Takes and transcribes dictation; types correspondence for the Real Estate Branch and others, as assigned;
2. Maintains a log of incoming and outgoing messages, correspondence, cables, and dispatches;
3. Maintains Branch files and records;
4. Picks up, logs, and delivers Division mail; and
5. Assists in maintaining and servicing the files on all foreign and domestic Agency real property records.

QUALIFICATIONS:

Qualified in typing
Knowledge of shorthand (desirable but not mandatory)

FORMAL TRAINING:

Computer training - keypunch machine
File Procedures Seminar
Records Disposal
EDP Orientation
Records Management
Administrative Procedures

POSITION TITLE: Information Control Clerk

GRADE: GS-06

POSITION NO: 0948

COMPONENT/LOCATION: Office of Executive Officer, Records and Services Branch
1227 Ames Building

JOB DESCRIPTION:

Receive, sort, identify for control, and package mail received in and dispatched from the Office. This includes preparing envelopes and courier receipts when necessary.

Log and maintain records of all dispatches, determining appropriate routing within OL.

Type manifests, package mail, and [REDACTED] re- STATINTL
quiring the use of a Government-owned vehicle.

Distribute all regulatory issuances and other publications in accordance with established schedules. Maintain up-to-date files of these issuances to serve as a master set for OL.

Process and type deposit slips for records being placed in the vital records repository.

Sort salary checks, T&A's, and various machine listings received from Office of Finance for forwarding to appropriate OL components.

Assist, when necessary, in functions normally performed by other personnel in the Branch.

QUALIFICATIONS:

- High school graduate
- Typing (not necessary to have passed Agency typing test)
- Driver's license
- Ability to comprehend written instructions and to work independently

FORMAL TRAINING:

- Logistics Orientation
- Trends and Highlights
- Records Management Seminar - Filing
- Will be required to obtain an Agency driver's license

POSITION TITLE: Supply Assistant

GRADE: GS-07

POSITION NO: 1296

COMPONENT/LOCATION: Logistics Services Division, Building Supply Branch,
Acquisition and Control Section
GJ10 Headquarters

JOB DESCRIPTION:

Under the direction of the Chief, Building Supply Branch, the incumbent will:

1. Supervise and assist in the overall operation of the bulk storage and customer self-service room in Headquarters;
2. Supervise two storekeepers in the Headquarters customer self-service supply room and one storekeeper who is responsible for replenishing the downtown supply room;
3. Segregate and record all supplies and equipment turned in to customer self-service supply room for return to Depot and make up property transfer forms;
4. Be responsible for the replenishment of stock items and forms in the customer self-service supply room in Headquarters;
5. Be responsible for issue of controlled stock items and forms and answer questions concerning same, fill incoming mail or telephone requests for administrative supply items; and
6. Be responsible for receiving supplies and forms in bulk supply room from GSA and the Depot and the accurate processing of paperwork on transactions.

QUALIFICATIONS:

In carrying out these duties and responsibilities, the incumbent represents OL with respect to direct interface with other Agency employees and, on occasion, with personnel from other agencies. Appearance, attitude, and performance should reflect high standards.

FORMAL TRAINING:

CIA: Today and Tomorrow
Basic Supply Orientation
Fundamentals of Supervision and Management

POSITION TITLE: Administrative Services Specialist

GRADE: GS-07

POSITION NO: 2006

COMPONENT/LOCATION: Logistics Services Division, Space Maintenance and Facilities Branch
1J45 Headquarters

JOB DESCRIPTION:

Under the direction of the Chief, Space Maintenance and Facilities Branch, the incumbent will:

1. Be responsible for coordinating and scheduling all Headquarters Auditorium activities; coordinating all requirements with customers prior to the date scheduled to ensure that awareness of requirements and all requests of customers are met; publishing a monthly schedule and changes of Auditorium activities;
2. Operate and maintain all equipment in the Auditorium and ensure that all equipment is operational at all times; take action to have this equipment serviced as required; maintain a current knowledge of all equipment and make minor adjustments as required;
3. Be responsible for having the Auditorium cleaned thoroughly by the GSA labor forces, coordinating cleaning requirements; and spot checking to see that cleaning meets Agency standards;
4. Direct others in assisting with support of Auditorium activities;
5. Be responsible for maintaining the plants in the Headquarters corridors and DCI suite, making sure that all plants are properly cared for, i.e., watering, fertilizing, pruning, waxing of leaves; coordinating care of these plants with part-time employees designated to care for these plants; and
6. Participate in the operation of the Headquarters building during weather conditions in compliance with standing instructions.

QUALIFICATIONS:

FORMAL TRAINING:

Ability to operate without close supervision	CIA: Today and Tomorrow
Ability to learn quickly	Job Estimating

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4. The 10 positions are:

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Info Control Clk-Typ	GS-06	RECD
Info Control Clk	GS-06	O-EO/R&SB
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Adm Services Spec	GS-07	SM&FB/LSD

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7. Within 2 weeks after the individual starts his/her new assignment, the supervisor, in conjunction with [REDACTED] will draw up a plan to include both OJT and formal training for the next 12 months. At 3-month intervals, both the employee and the supervisor will meet with the working group to provide an assessment of the employee's progress and performance. If the employee fails to live up to expectations, s/he will be reassigned out of the program.

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10. Attached are descriptions of the 10 positions.

[REDACTED]
MICHAEL J. MALANICK
Director of Logistics

STATINTL

Attachments

APPLICATION FOR PROJECT "PACE"

TO : Working Group

FROM:

Description of Vacancy:

Position Title:

Grade:

Component:

* * * * *

Nominee's Name:

Age:

Present Position:

Grade:

Reason for vacancy application:

Signature: _____ Date: _____

Extension: _____

* * * * *

Working Group Action:

POSITION TITLE: Supply Assistant

GRADE: GS-07

POSITION NO: 2119

COMPONENT/LOCATION: Supply Division, Central Control and Distribution Branch,
1132 Ames Building

JOB DESCRIPTION:

Incumbent will initiate requisitions for request received in memorandum or cable format and expedite urgent and priority requirements. You will be responsible for accounting for voucher numbers used in the supply system and all statistical reports required for the Branch weekly, monthly, and ad hoc reports. The person filling this position must learn the data analysis function in the Branch to serve as a backup during absences of that individual.

The incumbent is designated as the alternate to pick up mail from the OL [REDACTED] in the absence of the regular courier.

The Data Analysis position for which you will be the alternate is responsible for coding receiving reports with the proper transaction code for computer input, reviewing all documents for correctness and legibility, and responding to all Office of Finance inquiries concerning discrepancies in the general ledger accounts. These inquiries will require preparation of adjustment documents after review of the official voucher files. Also, action will be taken on all budget matters concerning FAN numbers, price differences, and allocation and transaction codes.

QUALIFICATIONS:

The incumbent should understand the Agency finance system of accounts, the Agency property accountability procedures, and the supply systems. The individual must be capable of typing, filing, and working under the pressure of short deadlines. Good telephone manners are essential since you will be dealing with all levels of Agency management. Some statistical experience is desirable but not mandatory.

FORMAL TRAINING:

GIMS II
Field Administration (Logistics portion)
Trends and Highlights
EDP Orientation
Fundamentals of Supervision and Management

ADMINISTRATIVE - INTERNAL USE ONLY

POSITION TITLE: Supply Assistant

GRADE: GS-06

POSITION NO: 2232

COMPONENT/LOCATION: Supply Division, [REDACTED] Receiving Section

STATINTL

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JOB DESCRIPTION:

Incumbent will work in the Receipts Control Unit, the office staff of the Receiving Unit. Duties will include verifying materiel characteristics and quantities shown on vendor packing lists against corresponding data on the procurement instrument and verifying description, quantity, and other data on the receiving report against similar data on the basic requisition. In addition, incumbent will maintain debit voucher logs, assign debit voucher numbers to receiving reports, ensure that receiving reports are properly prepared, annotated, and, in some instances, coded for computer input.

QUALIFICATIONS:

Candidates should be familiar with supply procedures as they apply to receipt of materiel, document reproduction, and filing of documents. Typing is desirable but not mandatory.

FORMAL TRAINING:

GIMS II
Field Administration (Logistics portion)

ADMINISTRATIVE - INTERNAL USE ONLY

POSITION TITLE: Supply Assistant-Editor

GRADE: GS-07

POSITION NO: 2221

COMPONENT/LOCATION: Supply Division, Supply Management Branch
1116 Ames Building

JOB DESCRIPTION:

This individual will serve as a stock editor on one of the Commodity Teams in the Supply Management Branch. You will prepare property transaction information for input into the computers on the Inventory Control System. You will be required to code the various property transactions, analyze receipts, issues, and adjustments so as to avoid critical stock situations, and review customer requisitions from stock to assure deadlines are met without causing unnecessary workloads or backlogs on depot facilities. You will conduct liaison with depot personnel and contact officers on requisitions, maintain files and documentation to ensure timely backorder releases, and annotate requisitions which require followup action.

QUALIFICATIONS:

The individual in this position must understand the Federal Supply System and the Agency Supply System. Formal training on the GIMS II computer program will be essential but may be received after assignment to the position. Typing is not necessary but will be of assistance.

FORMAL TRAINING:

GIMS II
Field Administration (Logistics portion)
Trends and Highlights
EDP Orientation
Fundamentals of Supervision and Management

POSITION TITLE: Procurement Agent

GRADE: GS-07

POSITION NO: 2421

COMPONENT/LOCATION: Procurement Division, General Procurement Branch,
Administrative Products and Services Section
1026 Ames Building

JOB DESCRIPTION:

Under the direction of a senior procurement officer, reviews requisitions, determines price and delivery information, and within specified procedural and dollar limitations is responsible for the award, management, and overall administration of designated purchase orders and contracts for supplies and services. In satisfying this responsibility, use is made of blanket purchase agreements, delivery orders against Federal Supply Schedules, negotiated open-market contracts, Federal prison products, blind-made products, and other methods and sources, as may be required.

QUALIFICATIONS:

Applicants should have a minimum of 2 years of college or at least 2 years of suitable job experience in a business-, logistics-, or procurement-related field. Applicants should be able to work effectively with commercial suppliers and to exercise good business judgment in soliciting responsiveness to the Agency's procurement needs. Applicants accepted will receive on-the-job training and will be expected to attend appropriate government-sponsored courses.

FORMAL TRAINING:

Small Purchase Procedures
Federal Supply Schedules

POSITION TITLE: Supply Assistant

GRADE: GS-07

POSITION NO: 1418

COMPONENT/LOCATION: Printing Services Division, Supply and Services Staff
Printing Services Building

JOB DESCRIPTION:

Type supply and equipment requisitions as required to maintain proper levels. Requires some research.

Type maintenance and repair service orders, receiving reports, correspondence and office reports for Staff.

Set up and maintain 8 to 10 files and logs.

Check incoming monthly billings to see that services have been rendered.

Assist supply assistants in filling supply orders, receiving supplies, stocking and inventory of supplies and equipment.

Perform general office duties, including assuming responsibilities of other Staff employees when necessary.

Hours of employment: 0730 to 1600 hours.

QUALIFICATIONS:

Typing ability (not necessary to have passed Agency typing test)
Ability to accept responsibility and work under pressure
Required to drive official vehicles assigned to PSD (carryall and sedan)
Operate forklift
Involves lifting heavy materials up to 75 pounds.

FORMAL TRAINING:

CIA: Today and Tomorrow
Trends and Highlights
EDP Orientation

POSITION TITLE: Information Control Clerk-Supervisor

GRADE: GS-06

POSITION NO: 1060

COMPONENT/LOCATION: Printing Services Division, Office of Production Manager,
Bindery Branch - Day Shift
Printing Services Building

JOB DESCRIPTION:

Serve as working supervisor of distribution unit in Branch (three employees).

Maintain and follow supplied lists for distribution.

Package, address, and mail products with appropriate security precautions.

Maintain appropriate records (receipts, cost sheets, and control and time sheets).

Train and supervise three employees (usually fast turnover of these employees).

Operate addressograph, graphotype and sealing machines, and miscellaneous related equipment. Requires some typing ability.

Hours of employment: 0730 to 1600 hours.

QUALIFICATIONS:

Supervisory ability, including supervising employees on changing priorities, time deadlines, and multiple project assignments.

Ability to accept responsibility, exercise independent judgment and initiative, and work under pressure when necessary.

Ability to deal tactfully with individuals at different levels.

Ability to work without close supervision.

FORMAL TRAINING:

Fundamentals of Supervision and Management

Trends and Highlights

CIA: Today and Tomorrow

POSITION TITLE: Information Control Clerk-Typist

GRADE: GS-06

POSITION NO: 2284

COMPONENT/LOCATION: Real Estate and Construction Division, Records and
File Unit
932 Ames Building

JOB DESCRIPTION:

Under the direction of the Chief, Records and File Unit, the incumbent:

1. Takes and transcribes dictation; types correspondence for the Real Estate Branch and others, as assigned;
2. Maintains a log of incoming and outgoing messages, correspondence, cables, and dispatches;
3. Maintains Branch files and records;
4. Picks up, logs, and delivers Division mail; and
5. Assists in maintaining and servicing the files on all foreign and domestic Agency real property records.

QUALIFICATIONS:

Qualified in typing
Knowledge of shorthand (desirable but not mandatory)

FORMAL TRAINING:

Computer training - keypunch machine
File Procedures Seminar
Records Disposal
EDP Orientation
Records Management
Administrative Procedures

POSITION TITLE: Information Control Clerk

GRADE: GS-06

POSITION NO: 0948

COMPONENT/LOCATION: Office of Executive Officer, Records and Services Branch
1227 Ames Building

JOB DESCRIPTION:

Receive, sort, identify for control, and package mail received in and dispatched from the Office. This includes preparing envelopes and courier receipts when necessary.

Log and maintain records of all dispatches, determining appropriate routing within OL.

Type manifests, package mail, and [REDACTED] re- STATINTL
quiring the use of a Government-owned vehicle.

Distribute all regulatory issuances and other publications in accordance with established schedules. Maintain up-to-date files of these issuances to serve as a master set for OL.

Process and type deposit slips for records being placed in the vital records repository.

Sort salary checks, T&A's, and various machine listings received from Office of Finance for forwarding to appropriate OL components.

Assist, when necessary, in functions normally performed by other personnel in the Branch.

QUALIFICATIONS:

- High school graduate
- Typing (not necessary to have passed Agency typing test)
- Driver's license
- Ability to comprehend written instructions and to work independently

FORMAL TRAINING:

- Logistics Orientation
- Trends and Highlights
- Records Management Seminar - Filing
- Will be required to obtain an Agency driver's license

POSITION TITLE: Supply Assistant

GRADE: GS-07

POSITION NO: 1296

COMPONENT/LOCATION: Logistics Services Division, Building Supply Branch,
Acquisition and Control Section
GJ10 Headquarters

JOB DESCRIPTION:

Under the direction of the Chief, Building Supply Branch, the incumbent will:

1. Supervise and assist in the overall operation of the bulk storage and customer self-service room in Headquarters;
2. Supervise two storekeepers in the Headquarters customer self-service supply room and one storekeeper who is responsible for replenishing the downtown supply room;
3. Segregate and record all supplies and equipment turned in to customer self-service supply room for return to Depot and make up property transfer forms;
4. Be responsible for the replenishment of stock items and forms in the customer self-service supply room in Headquarters;
5. Be responsible for issue of controlled stock items and forms and answer questions concerning same, fill incoming mail or telephone requests for administrative supply items; and
6. Be responsible for receiving supplies and forms in bulk supply room from GSA and the Depot and the accurate processing of paperwork on transactions.

QUALIFICATIONS:

In carrying out these duties and responsibilities, the incumbent represents OL with respect to direct interface with other Agency employees and, on occasion, with personnel from other agencies. Appearance, attitude, and performance should reflect high standards.

FORMAL TRAINING:

CIA: Today and Tomorrow
Basic Supply Orientation
Fundamentals of Supervision and Management

POSITION TITLE: Administrative Services Specialist

GRADE: GS-07

POSITION NO: 2006

COMPONENT/LOCATION: Logistics Services Division, Space Maintenance and Facilities Branch
1J45 Headquarters

JOB DESCRIPTION:

Under the direction of the Chief, Space Maintenance and Facilities Branch, the incumbent will:

1. Be responsible for coordinating and scheduling all Headquarters Auditorium activities; coordinating all requirements with customers prior to the date scheduled to ensure that awareness of requirements and all requests of customers are met; publishing a monthly schedule and changes of Auditorium activities;
2. Operate and maintain all equipment in the Auditorium and ensure that all equipment is operational at all times; take action to have this equipment serviced as required; maintain a current knowledge of all equipment and make minor adjustments as required;
3. Be responsible for having the Auditorium cleaned thoroughly by the GSA labor forces, coordinating cleaning requirements; and spot checking to see that cleaning meets Agency standards;
4. Direct others in assisting with support of Auditorium activities;
5. Be responsible for maintaining the plants in the Headquarters corridors and DCI suite, making sure that all plants are properly cared for, i.e., watering, fertilizing, pruning, waxing of leaves; coordinating care of these plants with part-time employees designated to care for these plants; and
6. Participate in the operation of the Headquarters building during weather conditions in compliance with standing instructions.

QUALIFICATIONS:

FORMAL TRAINING:

Ability to operate without close supervision	CIA: Today and Tomorrow
Ability to learn quickly	Job Estimating